Records Management Web Site
Update #11

The following items describe the changes made to the Records Management Web Site during the months of February, March and April 2002. The items are listed by page as they appear on the Records Management home page. These changes will be published in a numbered memo.

DOE Records Management Home Page

- ➢ Updated the Current Additions and Changes page
- ➢ Updated information about changes to the Records Schedules to a separate link. You can read the changes in MS Word or WordPerfect and can print changes in HTML. To see a list of the changes click on the links from the home page just below the link for this page.
- ➢ Combined Events and Meetings links
- ➢ Combined Other Links with RM Links and Finding Aids
- ➢ Added Disclaimer Link on pages that were missing this link
- ➢ Removed the Content Link from pages
- ➢ Updated Header Banner

Pg 1 – Strategic and Tactical Plans

- ➢ Updated Header Banner

Pg 2 – Policy, Guidance, and Publications

- ➢ Added Numbered Memos
  - o RM02-11   Comments on Administrative Schedules
  - o RM02-12   Records Destruction Moratorium for ENRON Related Records
  - o RM02-13   Records Management Needs Assessment Memo and Attachment
  - o RM02-14   RM Numbered Memo Transmittal of NARA Memos and Attachments
  - o RM02-15   Safeguarding Information and Documents Related to Homeland Security
  - o RM02-16   Standard Method for Referencing Disposition Schedules
- ➢ Updated Header Banner

Pg 3 – Records Disposition Schedules

- ➢ Reactivated link for Record Schedule Changes
- ➢ Admin Schedule 1, removed EPI marking (for list of additions/changes click link from web homepage)
- ➢ Admin Schedule 2, removed EPI markings (for list of additions/changes click link from web homepage)

- ➢ Programmatic Records Schedules - Added Disposition Schedule for Sale of Naval Petroleum Reserve Number 1 (Elk Hills, CA)
- ➢ Updated the Records Moratoria list removing Idaho National Engineering and Environmental Laboratory (INEEL) from the list
- ➢ Updated Header Banner

Pg 4 – HQ Records Storage Support

- ➢ Added link for presentations and information from RLO Meeting
- ➢ Updated Header Banner
- ➢ Due to the combining of some links, this is now **page 7**

Pg 5 – DOE Records Management Points of Contact and Organizational Charters

- ➢ Updated the Headquarters Records Liaison Officers List
- ➢ Updated Header Banner

Pg 6 – Records Management Links And Finding Aids

- ➢ Updated Header Banner

Pg 7 – Training in Records Management

- ➢ Updated Header Banner
- ➢ Due to the combination of some of the links this will now be **page 8**

Pg 8 – Upcoming Events

- ➢ Updated Header Banner
- ➢ Link combined with Meetings link (Meetings and Events)

Pg 9 – E-Mail Pilot

- ➢ Added Business Continuity Plan
- ➢ Removed wording for Email Contingency Plan
- ➢ Updated Header Banner

Pg 10 – Other Links

- ➢ Updated Header Banner
- ➢ Link moved to Records Management Links and Finding Aids

Pg 11 – Previous Events

- ➢ Updated Header Banner
- ➢ Link combined with Meetings Link (Meetings and Events)

Pg 12 –2002 Records Management Conference

> ➢ Updated Header Banner
> ➢ Link moved to Meetings and Events page

New Page 4 –Meetings and Events

> ➢ Page contains links to various presentations and events (past and future), as well as some meeting notes